

DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
Reference: 01-07	Effective Date: October 20, 1997	Page: 1 of 1
SUBJECT: RETREAT/CONFERENCE/SYMPOSIUM POLICY		
Rationale: To provide guidelines for Department staff in regards to staff symposiums, staff conferences or staff retreats. These retreats are generally for the purpose of training, team building, goal setting, and/or problem identification and resolution.		

POLICY

1. The State Travel Office must arrange, book, and approve all final retreat/conference/symposium accommodations for which the total cost of meeting rooms, lodging, travel, and/or meals are estimated to be in excess of \$500. As per Department policy 01-04, training and staff retreat/conference/symposium contracts under \$2000 should be signed by the Division Director and Budget Officer. Staff retreat/conference/symposium contracts for \$2000 and over must be signed by the Executive Director or Deputy Director after approval by the Division Director and Budget Officer.
2. Reimbursements for a retreat/conference/symposium will be paid only up to the maximum allowed by the in-state travel policy. Meal expenditures may not exceed per diem rates.
3. All retreats/conferences/symposiums must be held at facilities or locations within Utah.
4. Employees traveling to the retreat/conference/symposium location may be reimbursed for the mileage they travel in excess of their normal office commute miles. Employees are encouraged to car pool where practical.
5. Lodging reimbursements for a retreat/conference/symposium should never occur more than once every two (2) years and should never exceed two nights. Lodging reimbursements for attendees may be authorized for a single night only if the total training/meeting/retreat time exceeds 10 hours. Lodging reimbursements for attendees may be authorized for two nights only if the total training/meeting time of the retreat exceeds 15 hours. (This retreat/conference/symposium lodging policy is not intended to restrict lodging reimbursements for employees involved in regular--non-retreat-- training sessions away from home base.)
6. Lodging will only be paid for those employees who live 50 miles or more away from the retreat/conference/symposium site, or unless approved by the Division/Office Director.
7. Reimbursement or state payment for recreational activities is not allowed. This includes recreational activities that could be classified as team building activities.
8. Exceptions to this policy can only be approved by the Executive Director or the Deputy Director.

Robin Arnold-Williams

DATE 10-20-97

Robin Arnold-Williams, Executive Director
Department of Human Services